

Chelmondiston Parish Council

Chairman: Cllr Rosie Kirkup

Parish Clerk: Ms Katie Davies e-mail: clerk@chelmondiston-pc.gov

Minutes of the Meeting of **CHELMONDISTON PARISH COUNCIL** held in THE VILLAGE HALL on **TUESDAY** the 4th of **February 2025 AT 7.30PM.**

Present: Cllr Kirkup, Cllr Melville, Cllr Price, Cllr Gravell, Cllr Cordle, Cllr Beacon, Cllr Barwick

Also Present: CCllr Harley, DCllr Potter

In Attendance: K Davies (Parish Clerk)

Minutes

1. **Welcome by Chairman**
2. **Apologies for absence:** Cllr Lyrick and Cllr Stevens send their apologies.
 2a: Councillor vacancy – Cllr Kirkup reported that there has been no update on the Councillor Vacancy.
3. **Declarations of Interest:**
 3a: Cllr Barwick – Dinghy Park
 Cllr Kirkup – Planning, DC/25/00075, Oak Lodge, Chelmondiston
 3b: No Dispensations were requested
4. **To approve the minutes of the Parish Council Meeting held on the 7th January 2025.**
 It was agreed that these were a true record and the minutes were signed.
5. **Public Participation Session:** N/A
6. **Reports: to receive reports from the County Councillor and the District Councillor:**
 6a. County Councillor Report – Cllr Harley summarised the report and discussed the plans for devolution including efficiency being one of the benefits. Please contact the council if you would like to see a copy of the report.
 6b. District Councillor Report – Cllr Potter summarised the report, please contact the parish council if you would like to see a copy of the report.
7. **Reports From: Committees/Representatives of other Committees/Groups/Meetings: to receive reports/proposals/requests and considerations and agree on any actions needed:**
 7a: Village Hall - Cllr Kirkup discussed the quotes for the works on the Oak tree removal and trimming of the Ivy trees outside the village Hall. Cllr Cordle proposed the contract being given to Rosewood Gardens, Cllr Barwick seconded, all in favour.
 7b: Playing Field
 7c: Footpaths – The drawing up of the tender for path maintenance is ongoing.
 7d: School
 7e: Website

Signed.....*R Kirkup*

Date.....*04 March 2025*

7f. Other – Cllr Kirkup mentioned the contract for ink now being obsolete on the current printer and it was agreed that purchasing ink separately is not cost effective. Cllr Melville proposed that a new printer is purchased, Cllr Keeble seconded, all in favour.

8. Chelmondiston village amenities:

8a: Car Park

8b: Speed Indication Devices for Main Road – Poles for SID, Cllr Price informed that the new pole with Solar panel and with the school sign is due in February.

8c: Jubilee Garden – Cllr Kirkup stated that the Gardener will start work again next month

8d: Bus shelter

8e: Other – Tender for Gardening at Village Hall, Carpark hedge trimming and Pin Mill Common Mowing. Cllr Kirkup discussed the quote for Tender for the next three years. Cllr Cordle proposed that the Tender is given to the same gardener, Cllr Barwick seconded, all in favour.

9. Pin Mill: Update on Pin Mill matters:

9a: Dinghy Park – Discarded Boats, Cllr Melville asked who is responsible for collecting the discarded boats, Cllr Price suggested that warning notices are left for a month before action is taken as per new regulations.

9b: Flood Defences – Recent Maintenance, Cllr Kirkup updated the council on the flood defences being fully welded by Kings Yard and that they are now in full working order.

9c: Other – Fallen Trees, Pin Mill carpark. Cllr Potter updated that the fallen trees have been dealt with fully.

10. Pin Mill Regeneration Plan:

10a: Date for Public Meeting – Plans for the meeting at the Village Hall on Saturday March 22nd 12.00-18.00 were discussed.

The memorial benches were discussed, and it was reiterated that all memorial plaques will be replaced.

10b: Report from working party

11. Recycling Centre

11a: Financial position - Cllr Kirkup gave details

11b: Any other issues - fly tipping, Cllr Price informed that the batteries to the cameras have been recharged and that a new skip will be ordered this month

12. Planning:

DC/25/00075 Oak Lodge, Hill Farm Lane, Chelmondiston, Ipswich Suffolk IP9 1JU

10th January 2025

Householder Application - Erection of single storey extension, replace pool enclosure roof, construction of wall cladding, alterations to windows and external doors and additional roof lights including solar panels and air source heat pump.

DC/25/00052 The Riga, Pin Mill Road, Chelmondiston, Ipswich Suffolk IP9 1JH

7th January 2025

Notification of Works to Trees in a Conservation Area - Reduce 2 No Silver Birch (T1 and T2) to previous height, reduce 1 No. Spruce (T3) to previous height, reduce 1

No. Beech (T4) to previous height, reduce 1 No. Walnut (T5) by 30%, re-balance

and shape 1 No. Oak (T6) and Crown lift 1 No. Maple (T7) and prune back from other trees

DC/25/00347 Halcyon, Pin Mill Road, Chelmondiston, IP9 1JN

27th January 2025

Planning Application. Demolition of existing dwelling and erection of replacement dwelling in line with approved application DC/24/03414

Signed... *R Kirkup* ...

Date... *04 March 2025* ...

DC/25/00367 1 Tomline Cottages Pin Mill Road Chelmondiston Ipswich Suffolk IP9 1JG**Mon 27 Jan 2025**

Application for works to trees in a Conservation Area - T1 Spruce Tree, Picea Abies Reduce up to 30% to recede risk of failure. The shallow root plate visibly moves in strong winds.

Drainage Sump, Spalding Way – Concern has been noted about the safety of the drainage Sump located on the new development (Spalding Way). Cllr Kirkup proposed the council is contacted and asked to provide risk assessments on the location, Cllr Keeble seconded, all in favour

Correspondence Report to note or to consider a response:

- 13a: Devolution Update – All councillors received
- 13b: Defibrillator training - Cllr Kirkup discussed the possibility of training being offered.
- 13c: Babergh community funding – All Councillors received.
- 13d: Simpler recycling strategy – The Simpler recycling strategy was discussed further.
- 13e: Freedom of information request 00036 – All Councillors received.
- 13f: NPPS Local Plan notes – All Councillors received.
- 13g: Houseboat Waldemar enforcement Referral – It was reported that the Planning Officer had no concerns.
- 13h: Infrastructure Projects – All Councillors received.
- 13i: Litter Pick – Cllr Gravell suggested local volunteers are given a pick and use them all year round rather than a set day.
- 13j: Partnership Passenger group Meeting.
- 13k: Babergh Town and Parish Council briefing notes.
- 13l: SALC – Safeguarding training, an online course will be sourced for all councillors.
- 13m: Buckingham Palace Garden Party
- 13n: Ice-cream van.
- 13o: SARS seeking Donation

14. Finance To Receive update on Finance Matters

- 14a: Bank reconciliation - Cllr Kirkup discussed current financial position.
- 14b: Assign Debit card and allow clerk view only access to bank account – Cllr Kirkup proposed that the Clerk has view only access to the bank account to enable use of a debit card for small purchases on behalf of the council, Cllr Melville seconded, all in favour.
- 14c: Approve budget 2025-2026 - Cllr Kirkup discussed the 2025-26 Budget. Cllr Kirkup proposed approval of budget, Cllr Barwick seconded, five in favour, two abstentions.
- 14d: Assets Register Update – The current assets register was discussed.
- 14e: External Audit Report – The Audit report was discussed and notes taken of concerns raised.

Concerns were raised about the External Auditor invoicing for the investigation of an unknown and unfounded challenge that was raised with them despite the Council having no knowledge about the subject that the challenge was referring to.

Thanks to Cllr Kirkup for all the hard work that has been put in.

15. Policy Review

- 15a: Financial regulations – It was reported that the RFO is still working on the financial Regulations Policy.

Signed.....*R Kirkup*.....

Date.....*04 March 2025*.....

16. The Parish Alliances

16a: Cllr Melville reported on the Parish Alliance Meeting on the 23rd January 2025.

17. Payments

To consider and approve the following payments including any invoices received since the publication of the agenda for expenditure approved in the 23-24 Budget.

No	PAYEE	INV DATE	INV NO	DETAILS	AMOUNT
1	Jane Every	31.01.25	Payroll	January hours payment	£482.51
	"	27.01.25	N/A	Stationary	£12.97
2	Katie Davies-Picknell	31.12.25	Payroll	Clerk December Pay (part month)	
				£392.56	}
				Clerk January Pay	
	"	31.01.25	Payroll	£673.10	}£1065.56
3	PKF-Littlejohn	16.01.25	SB20243434	External Auditor	£1017.00
4	Harry King and sons Ltd	22/01/25	7947	Clean post on grindle bank and weld on D section	£45.00
5				Fido MK11 Post Mounting Kit	
	Glasdon UK Ltd	22/01/25	S1902780	£20.75	}
				S. Trimline Bin	
	"	17/01/25	S1902529	£248.10	}£268.85
6	NEST	31.01.25	D.Debit	Clerk Pension	£62.01

Payments

Cllr Gravell Proposed items 1 2 4 5 6, Cllr Price seconded, all in Favour.

Cllr Price Proposed to withhold additional Payment of investigation by PKF-Littlejohn and to only pay for the Audit (£378 inc VAT) until more information is provided, Cllr Melville seconded, all in favour.

The next Meeting will be held on Tuesday the 4th March 2025

Katie Davies Parish Clerk

Signed R. Kirkup
Chairman

Date 04 March 2025